



**SHAHEED BENAZIR BHUTTO WOMEN UNVIERSITY PESHAWAR**  
**Main Campus, Landay Sarak, Charsadda Road, Larama**  
**Email: [a.r.m@sbbwu.edu.pk](mailto:a.r.m@sbbwu.edu.pk) Ph: 091-9224792**

**Advertisement No. 2/2018**

Applications on prescribed form are invited from candidates for the following positions at Shaheed Benazir Bhutto Women University, Peshawar.

S.#	Post	No. of Posts	Qualification/Experience
1.	Personal Assistant (BPS-16)(Female) (Regular)	01	i. Bachelor's Degree in 1 <sup>st</sup> division with a speed of 40 words per minute in Typing and at least 5 years relevant experience <b>OR</b> Master Degree in at least 2 <sup>nd</sup> Division with 40 words per minutes in typing and one year relevant experience ii. Adequate knowledge of Computer in using MS Office.
2.	Office Assistant (BPS-16) (Female) (Regular)	02	Masters with 2 <sup>nd</sup> Division with 1 year relevant office work experience with good computer skills <b>OR</b> Bachelors with 1 <sup>st</sup> Division with 2 years relevant office work experience with good computer skills <b>OR</b> Bachelors with 2 <sup>nd</sup> Division with 5 years relevant office work experience with good computer skills <b>OR</b> Intermediate in at least 2 <sup>nd</sup> division with 10 years satisfactory service with at least 04 years' service as Senior Clerk in the University <b>OR</b> Matric in at least 2 <sup>nd</sup> division with 14 years satisfactory service with at least 04 years' service as Senior Clerk in the University.
3.	Senior Clerk (BPS-14) (Female) (Regular)	01	1 <sup>st</sup> class Graduate with 3 years satisfactory service as Junior Clerk in the University having computer skills. <b>OR</b> 2 <sup>nd</sup> class Graduate with 05 years satisfactory service as Junior Clerk in the University having computer skills. <b>OR</b> Intermediate with 07 years satisfactory service as Junior Clerk in the University

			having computer skills.
4.	Junior Clerk (BPS-11) (Female) (Regular)	02	1 <sup>st</sup> class intermediate with computer skills <b>OR</b> 2 <sup>nd</sup> class intermediate with 01 year relevant experience in a HEC recognized University or any Government Department and have computer skills
5.	Cook (BPS-2) (Male/Female) (Contract)	02	i. Preferably literate with at least 5 years' experience of working in reputable hotels /restaurants. ii. Educated persons will be given preference. iii. Age limit 18 – 30 years
6.	Security Guard (BPS-2) (Male) (Contract)	05	i. Retired Defense Forces personnel with good physique. ii. Maximum age limit not more than 45 years. Educated persons will be given preference.
7	Sweeper (BPS-2 ) (Male/Female) (Contract)	02	Matriculate in at least 2nd division OR literate with 05 years relevant experience.

Complete application forms along with attested photocopies of educational testimonials, experience certificates, No Objection Certificate in case of In-service personnel, a recent passport size photograph, copy of computerized National Identity Card and a bank receipt of Rs.500 to be deposited in account No. 09597900092301 in Habib Bank Ltd, Super Market Center Peshawar Cantt **OR** in case of out-station Bank Draft in the name of Vice-Chancellor Shaheed Benazir Bhutto Women University, Peshawar. The applicants are required to submit all the above documents to the office of Assistant Registrar (Meetings), Shaheed Benazir Bhutto Women University, Main Campus, Larama, Charsadda road, Peshawar on or before **19.02.2018**. **Incomplete applications and those received after due date shall not be entertained.** Contact number & complete address must be given in the application.

In case of semester system CGPA 3.00 out of 4.00 shall be considered as first division.

**NOTE: The University reserves the right to increase or decrease the number of posts, not to fill any post OR reject any application.**

**For Serial No. 5 to 7, Territorial Jurisdiction of the University will be observed.**

**Application form can be downloaded from University website.**

**Assistant Registrar (Meetings)  
Shaheed Benazir Bhutto Women University, Peshawar**